

10/28/96

SUBJ: SUBMISSIONS FOR AIR TRAFFIC PUBLICATIONS

1. PURPOSE. This order establishes the procedures for submitting changes and material for publication in air traffic control operational handbooks, orders, and related documents, listed in Appendix 1, Air Traffic Publications, ATX-420. All changes/material shall be processed in accordance with this order.

2. DISTRIBUTION. This order is distributed to branch level in Washington Air Traffic Service, Flight Standards Service, Office of Airport Safety and Standards, Office of Communications, Navigation, and Surveillance Systems, and regional Air Traffic, Flight Standards, Airports Divisions, Technical Center and Aeronautical Center.

3. CANCELLATION. Order 7000.5, Processing Changes to Air Traffic Control Procedural Documents, dated September 13, 1993, is canceled.

4. BACKGROUND. Air Traffic Publications provides publication support to the Air Traffic Service and other organizations by processing changes to air traffic control publications and related documents.

The publication process has been impeded due to a lack of information, understanding and functional responsibilities.

5. PROGRAM PROCEDURES. Submitting Changes and Material for Publication.

a. Timetable for submission. Since publishing dates may vary according to publication,

changes/material shall be submitted to ATX-420 in accordance with the cutoff date for submission as shown in each publication.

b. Authorization for Submission. Except for editorial changes, only the office of primary interest (OPI) (or with concurrence of the OPI) is authorized to submit changes/material for publication. A cover letter from the division level or above shall accompany submissions. OPI concurrence, when appropriate, should be indicated in the content of the cover letter.

c. Changes/material shall be submitted as follows:

1. In the proper format (shown in Appendix 2, *Document Change Briefing Sheet*, and Appendix 3, *Miscellaneous Publication Formats*).

2. A hard copy of each submission.

3. Via cc:mail [(Address: 9 ATPUBS) in Microsoft Word for Windows].

NOTE: Indicate if change/material is for more than one document.

4. Via disk if unavailable by cc:mail.

NOTE ①: Ensure that a virus check has been completed prior to submission.

NOTE ②: Verbal requests will not be accepted.

d. Submit graphics as follows:

1. Camera-ready artwork.

2. In electronic format [Corel CDR, Encapsulated Postscript (EPS), or Tagged Interchange File Format (TIF)].

e. When a change/material is to be published in multiple documents, unless the change/material is identical in content and format, a separate cover letter shall be submitted for each document affected.

f. *General Notices (GENOTS)*. GENOTS do not generate a change to handbooks or publications. However, GENOTS which impact the publications covered by this order should be provided to ATX-420 with initial distribution.

g. *Editorial Changes*. Editorial changes (i.e., misspelled words, typographical errors, address changes, routing symbols, etc.) should be submitted via memorandum.

6. RESPONSIBILITIES.

a. *Air Traffic Publications shall:*

1. Establish and maintain a process for submitting changes, updates, and material to aeronautical publications, orders, and handbooks.

2. Review incoming submissions to ensure that procedures are met for efficient and expeditious processing.

3. Return requests to the OPI that do not meet the procedures stated in this order and include a clear statement of what is needed in order to process the changes/material.

4. Provide the OPI's with the document for review prior to printing the changes/material.

5. Coordinate printing and publishing efforts with the appropriate offices to ensure timely publication of changes.

b. *OPI/Originator shall:*

1. Ensure changes/material are submitted in accordance with the procedures specified in this order.

2. Notify ATX-420 of any change in OPI's. A change in OPI's requires proper coordination and mutual concurrence between affected parties.

3. Review all changes/material for accuracy before the document is forwarded for printing.

c. The OPI/originator initiating the change/material shall ensure all additions, deletions, or modifications are made to all documents and related paragraphs and/or indexes that may be affected by the change/material.



Peter C. Sweers
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APPENDIX 1, AIR TRAFFIC PUBLICATIONS ATX-420

Major Assigned Publications

- Aeronautical Information Manual – AIM
- Air Traffic Bulletin
- Air Traffic Control – 7110.65
- Contractions – 7340.1
- Facility Operation and Administration – 7210.3
- Flight Services – 7110.10
- International Flight Information Manual – IFIM
- Location Identifiers – 7350.6
- Notices To Airmen Publication (Domestic/International)
- Notices To Airmen (NOTAMs) – 7930.2
- Procedures for Handling Airspace Matters – 7400.2
- Special Military Operations – 7610.4
- U. S. Aeronautical Information Publication – U. S. AIP

APPENDIX 2, DOCUMENT CHANGE BRIEFING SHEET

Format for the following publications:

Air Traffic Control – 7110.65
Facility Operation and Administration – 7210.3
Flight Services – 7110.10
Notices To Airmen (NOTAMs) – 7930.2
Procedures for Handling Airspace Matters – 7400.2
Special Military Operations – 7610.4

DOCUMENT CHANGE BRIEFING SHEET

ORDER/PUBLICATION: Order number or title (Orders 7110.10, 7110.65, 7210.3, etc.).

CHANGE: Change number or basic (The change for which this information is submitted).

EFFECTIVE DATE: Effective date of the change/basic per publication schedule.

SPECIALIST/ROUTING: Name and routing symbol of specialist submitting change.
(Only routing symbol will appear in briefing guide).

1. PARAGRAPH NUMBER AND TITLE: Enter paragraph number and title.

2. BACKGROUND: Enter a brief statement as to how or what initiated the change.

3. EXPLANATION OF CHANGE: Enter a statement, limited to two sentences, explaining the change.

4. CHANGE:

- ◆ The *left* column shall be headed **OLD** and contain paragraphs/subparagraphs current at the time of submission.
- ◆ The *right* column shall be headed **NEW** and contain the new, modified, or added paragraphs/subparagraphs.
- ◆ Paragraph numbers and titles shall follow beneath the header in both columns.
- ◆ Paragraphs shall be aligned.
- ◆ The *new* information in the right column shall be **underlined** and **bold**.
- ◆ If there is a *deletion* of any part of a paragraph, indicate this deletion by underlining the words/text you wish to delete.
- ◆ List only those paragraphs which are modified, added, or deleted.
- ◆ Changes to Phraseology, Notes, Examples, and References shall follow the same format used for updating paragraphs.

EXAMPLES:*Header and paragraph.***OLD****NEW****1-1-1 GENERAL****1-1-1 GENERAL***Modifying a paragraph.*

c. This is how an old paragraph (what is currently in the Order) is to be shown on a Document Change Briefing Sheet.

c. This is how a new paragraph is to be shown on a Document Change Briefing Sheet.

A deletion in a portion of a paragraph.

d. If there is to be a deletion to a part of the paragraph, show it in this manner.

d. If there is to be a deletion, show it in this manner.

A paragraph deletion.

m. If a paragraph is to be deleted, show it in this manner.

Delete

After a subparagraph deletion, subsequent paragraphs are renumbered as follows:

n. thru p.

Renumbered m. thru o.

Adding a new paragraph/subparagraph.

Add

1-1-2 APPLICATION**This is how a new paragraph is added to an order.**

5. OPERATIONAL IMPACT: Brief statement on how this change will impact operations. If there is no impact, list it as "None."

6. INDEX CHANGES: Identify paragraphs which have been added, deleted, or title modified.

NOTE: Graphics: Changes to graphic depictions must be submitted in an electronic format. The preferred formats are: Corel (CDR), Encapsulated Postscript (EPS), or Tagged Interchange File Format (TIF). Original camera-ready (clear, sharp originals) artwork shall also be submitted. Markup drawings will not be accepted. If a graphic depiction already exists, changes can be coordinated with the graphics specialist in ATX-420.

DOCUMENT CHANGE BRIEFING SHEET FORMAT

ORDER/PUBLICATION:
CHANGE:
EFFECTIVE DATE:
SPECIALIST/ROUTING:

1. PARAGRAPH NUMBER AND TITLE:

2. BACKGROUND:

3. EXPLANATION OF CHANGE:

4. CHANGE:

OLD

NEW

5. OPERATIONAL IMPACT:

6. INDEX CHANGES:

NOTE: Graphics: (if necessary).

APPENDIX 3, MISCELLANEOUS PUBLICATION FORMATS

AERONAUTICAL INFORMATION MANUAL (AIM)

U.S. AERONAUTICAL INFORMATION PUBLICATION (AIP)

1. Changes shall be submitted by the Offices of Primary Interest with signature authority at the division level or above.
2. Submit changes by hard copy and also via cc:Mail to "9 ATPubs". If cc:Mail is unavailable, provide hard copy with disk. Submit changes in Microsoft Word for Windows.
3. Submit graphics according to paragraph 5.d. of this order.
4. Advise of any revisions/additions/deletions to the index (AIM only).
5. Changes shall be received by COB of the cutoff date for a specific change.
6. **IMPORTANT:** If you are making a change to the AIM, in most cases you should also be making a change to the AIP. The AIP is the international version of the AIM and most of the data parallels the AIM.

AIR TRAFFIC BULLETIN

1. Articles shall be submitted by the Offices of Primary Interest with signature authority at the division level or above.
2. Submit articles by hard copy and also via cc:Mail to "9 ATPubs". If cc:Mail is unavailable, provide hard copy with disk. Submit articles in Microsoft Word for Windows.
3. Articles should be received no later than the end of the first month of each calendar year quarter.

CONTRACTIONS 7340.1

1. Changes shall be submitted by the Offices of Primary Interest with signature authority at the division level or above.
2. Submit changes by hard copy and also via cc:Mail to "9 ATPubs". If cc:Mail is unavailable, provide hard copy with disk. Submit changes in Microsoft Word for Windows.
3. Changes shall be received by COB of the cutoff date for a specific change.

INTERNATIONAL FLIGHT INFORMATION MANUAL

1. Submit changes by hard copy or disk in ASCII format.
2. Changes shall be received by COB of the cutoff date for a specific change.

LOCATION IDENTIFIERS 7350.6

1. Submit changes in Microcomp format from ATA-100.
2. Changes shall be received by COB of the cutoff date for a specific change.

NOTICES TO AIRMEN PUBLICATION

1. Submit material through the respective Regional Office or Headquarters Division.
2. Submit material by hard copy and also via cc:Mail to "9 ATPubs". Provide original copy of graphics. Zerox copies will not be accepted. If cc:Mail is unavailable, provide hard copy with disk. Electronic copies of graphics in PCX, TIF, & EPS formats are acceptable.
3. The Notices to Airmen Publication cutoff is twenty-eight days prior to the next effective date of the publication.
4. Send all material by Federal Express as appropriate.
5. For timely receipt and publication, special notices should be received as early as possible in order to meet time constraints for preparation, printing and distribution.

NOTE: To decrease the spread of viruses, please run a virus check prior to providing a disk to Air Traffic Publications.